

**Madison County Library Board of Trustees**  
**Minutes for January 13, 2000**

In attendance: Kenneth Beck, Jerry Blackwell, John Brantley, Jackie Griffeth, Linda Harrover, Gerald Ingram, Elizabeth Murray, Miriam Tiller and Marsha Carlan, Branch Manager.

Chairman Murray called the meeting to order and entertained a motion to accept and approve the minutes of the October 14, 1999 meeting. The minutes were approved.

**Reports:**

**Branch Managers Report**

Marsha Carlan distributed and reviewed a report highlighting library activities. Called attention to the approval of grant funding for the Grassroots Arts program. Also noted the hiring of Rachel Schmidt as Library Clerk.

The Library recently received 13 new computers.

**Athens Regional Report**

Kathryn Ames and Maryanne Driver were unable to attend. Marsha Carlan distributed a written report they had provided, along with the Circulation and Budget Reports.

Noted that the regional system had not yet billed the Board of Education because there was some question as to the proper amount. They are to be billed for \$65,700.

Noted that circulation figures were up 4 percent.

Distributed an example of a letter to be mailed to Rep. Ralph Hudgens requesting his support of library programs during the current Legislative session.

Noted that the results of the Facilities Study done by Georgia Tech had been received. Libby will make copies and distribute them to the Board for review.

**Friends of the Library Report**

Ms. Tiller reported that the Friends met on January 3. New officers were elected and a proposed plan of activities for the coming year was discussed.

The friends presented a check to the Library for \$2000, bringing the total for the year to \$6140.

### Chairman's Report

Reported on the need for more tables for the meeting room. A motion was approved to buy four six-foot tables.

### New Business

Marsha Carlan was instructed to make a recommendation on library hours and present it at the April 12 board meeting.

Libby has written letters to both the Chairpersons of the Board of Commissioners and the Board of Education asking that they appoint representatives to a committee to formalize the method for funding the library. She has not received a response.

After discussion, John Brantley made a motion that a written policy be developed and submitted to the Board of Commissioners and to the School Board with each providing one-half of the funding. The motion, seconded by Linda Hanover, was approved. John Brantley, Jerry Ingram, Jackie Griffith and Kathryn Ames were appointed to a subcommittee to develop the policy.

Jerry Ingram, Jerry Blackwell and Elizabeth Murray will continue as members of the Library Board and begin new 5-year terms.

Jerry Ingram and John Brantley were approved to 2 year terms on the Athens Library Regional Board.

Jerry Ingram, Kenny Beck, Linda Harrover and Marsha Carlan were asked to complete a review of the library long-term plan and report their findings in April.

Kathryn Ames wants Jackie Griffith, Jerry Blackwell and John Brantley to tour the Athens Facility.

Marsha presented a request for a storage building to house unused items. The Board recommended the items be disposed of. Marsha will submit a list for the Boards approval.

Marsha discussed the need for directional signs in the library. She will follow up and get pricing information. She also suggested putting an information center on the inside and eliminating all the signs on the doors. The cost is approximately \$500. A motion made by John Brantley to approve the purchase and seconded by Jerry Blackwell, was passed.

The next meeting will be at 4 P.M. on April 13, 2000.

The meeting was adjourned.

  
4/11/00

**Madison County Library**  
**July 1, 1999 - December 31, 1999**

|                                       | <u>Budget<br/>Amount</u> | <u>Amount<br/>Received</u> | <u>Balance</u>      | <u>% of Budget<br/>Received</u> |
|---------------------------------------|--------------------------|----------------------------|---------------------|---------------------------------|
| <b>Revenue:</b>                       |                          |                            |                     |                                 |
| Madison County Board of Commissioners | \$ 65,700.00             | \$ 31,850.00               | \$ 33,850.00        | 48.48%                          |
| Madison County Board of Education     | 65,700.00                | -                          | \$ 65,700.00        | 0.00%                           |
| Fines and Fees                        | 7,000.00                 | 4,268.30                   | 2,731.70            | 60.98%                          |
| Copy Machine                          | 2,000.00                 | 1,413.70                   | 586.30              | 70.69%                          |
| Transfer from Reserve                 | 12,152.00                | -                          | 12,152.00           | 0.00%                           |
|                                       | <u>\$152,552.00</u>      | <u>\$ 37,532.00</u>        | <u>\$115,020.00</u> | 24.60%                          |

|                                    | <u>Budget<br/>Amount</u> | <u>Amount<br/>Expended</u> | <u>Balance</u>      | <u>% of Budget<br/>Expended</u> |
|------------------------------------|--------------------------|----------------------------|---------------------|---------------------------------|
| <b>Expenditures:</b>               |                          |                            |                     |                                 |
| Outreach                           | \$ 11,000.00             | \$ 5,500.00                | \$ 5,500.00         | 50.00%                          |
| Wages/Benefits                     | 102,552.00               | 49,173.19                  | 53,378.81           | 47.95%                          |
| Equipment Repair                   | 2,300.00                 | 253.42                     | 2,046.58            | 11.02%                          |
| Equipment Repair lighting one time | 6,000.00                 | -                          | 6,000.00            | 0.00%                           |
| Telephone                          | 3,300.00                 | 1,076.85                   | 2,223.15            | 32.63%                          |
| Madison County Travel              | 200.00                   | 33.50                      | 166.50              | 16.75%                          |
| Postage                            | 1,200.00                 | 26.13                      | 1,173.87            | 2.18%                           |
| Supplies                           | 1,000.00                 | 1,030.05                   | (30.05)             | 103.01%                         |
| Water                              | 500.00                   | 251.76                     | 248.24              | 50.35%                          |
| Computer Maintenance               | 4,500.00                 | 1,125.45                   | 3,374.55            | 25.01%                          |
| Equipment Purchase                 | 1,000.00                 | -                          | 1,000.00            | 0.00%                           |
| Advertising                        | 500.00                   | 449.47                     | 50.53               | 89.89%                          |
| Land Maintenance                   | 500.00                   | 396.71                     | 103.29              | 79.34%                          |
| Cleaning Service                   | 4,000.00                 | 2,625.00                   | 1,375.00            | 65.63%                          |
| Utilities/Electricity              | 14,000.00                | 8,483.87                   | 5,516.13            | 60.60%                          |
|                                    | <u>\$152,552.00</u>      | <u>\$ 70,425.40</u>        | <u>\$ 82,126.60</u> | 46.16%                          |

**Other Income and Expenditures:**

|  |                    |
|--|--------------------|
| Madison County Gift Account 7/1/99             | 8,995.25           |
| Madison County Gifts Current period            | \$ 360.12          |
| Madison County Gift Expenditures               | 1,408.25           |
| Madison County Gift Materials/Programs FY00    | -                  |
| Current balance in Madison County Gift Account | <u>\$ 7,947.12</u> |

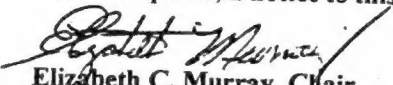
**Reserve:**

|                                   |                     |
|-----------------------------------|---------------------|
| Fund Equity (Reserve) at 6/30/99  | \$ 26,839.49        |
| Less: Reserved for Vacation Pay   | (1,706.36)          |
| Reserved for One Months Operating | (12,212.67)         |
| Net Fund Equity (Reserve)         | <u>\$ 12,920.46</u> |

**MADISON COUNTY LIBRARY  
BOARD OF TRUSTEES  
TELECONFERENCE  
FEBRUARY 19, 2000**

The Chair had received a notice that the cleaning service had requested an increase in the amount paid for their services. The contract will be due for renewal on March 1, 2000. Since the Board will not meet until April it was decided to contact all Board members by phone for their input on this request.

Each Board member agreed that since the service was deemed satisfactory that the increase would be authorized. The cost for this service will increase from \$375.00 per month to \$400.00 per month. When Mrs. Dawson was notified of this, it was requested that if in the future an increase in charge was anticipated, a notice to this effect would be submitted prior to the January meeting.

  
Elizabeth C. Murray, Chair

**Madison County Library Board of Trustees**  
**Minutes for April 14, 2000**

In attendance: Kenneth Beck, Jerry Blackwell, John Brantley, Miriam Delk, Jackie Griffeth, Gerald Ingram, Elizabeth Murray, Miriam Tiller, Marsha Carlan and Kathryn Ames

Chairman Murray called the meeting to order and entertained a motion to accept and approve the minutes of the January 13, 2000 Board Meeting and the February 19, 2000 teleconference. The minutes of both were approved.

**Reports:**

**Athens Regional Report – Kathryn Ames**

Announced the theme of the Summer Reading Program and gave an update on plans.

Announced the regional system is getting two new vans from state agencies.

All the libraries in the regional system will be benefiting from a grant recently received from the Gates Foundation. The Madison County Library will be getting four new computers, a server, a printer and the associated wiring. The grant will not cover furniture for setting up the computers.

Ms. Ames distributed two recent articles on the use of filters to block access to certain Internet sites on public library computers.

Announced an upcoming seminar on Open Meeting and Records Laws.

Distributed and discussed circulation and budget reports.

**Branch Managers Report – Marsha Carlan**

Distributed and reviewed a report highlighting library activities.

Distributed new brochures highlighting children's programs and computer services. Also distributed new bookmarks highlighting selected readings.

Reported on progress toward obtaining directional signs for inside the library. To gather more information and report back at a future meeting.

Recommended the Board consider extending the library hours until 8 p.m. on Monday evenings. Distributed supporting information that has been gathered in recent months. John Brantley made a motion to do a study and see if we can meet this need. Jackie Griffeth seconded the motion that passed unanimously.

Distributed a report from her attendance at a recent Library Association meeting.

Distributed proposed Bulletin Board Guidelines to be reviewed for discussion at a later meeting.

Did Pam copy the breakdown of  
regional costs for you to bring?

### Friends of the Library - Miriam Tiller

Announced a National Library Week Proclamation will be signed at the library at 5 PM on Friday, April 14, 2000.

The Friends are having a plaque made listing all the past directors and their terms.

Provided an update on membership and fundraising activities.

Invited everyone to attend the next general membership meeting on April 30, at the Library.

### Chairman's Report - Libby Murray

Encouraged everyone to join the Friends of the Library.

Announced that committee make-ups are being reviewed. Asked for preferences.

### Committee Reports

Jerry Blackwell reported Grady Autry at the Recreation department has agreed to spray the weeds around the building.

John Brantley distributed a draft funding agreement for members of his subcommittee to review.

Jerry Ingram distributed copies of the revised long-range plan. Marsha Carlan distributed an assessment of the library's success in meeting the goals of the plan during the past year. Both will be reviewed and discussed at a future meeting.

### Unfinished Business

Approved a list of items for disposal.

### New Business

Ramona Booth was selected to fill a 5-year term as a director. Miriam Delk is vacating this position.

Margie Richards was selected to complete the remainder of the term resulting from the resignation of Linda Harrover.

Distributed draft copies of next years budget and salary information for discussion at a special meeting to be held at the Library at 4 p.m. on Thursday, May 4, 2000.

The meeting was adjourned.

**Madison County Library Board of Trustees**  
**Minutes for May 4, 2000**  
**Budget Meeting**

In attendance: Kenneth Beck, John Brantley, Jackie Griffeth, Elizabeth Murray, Miriam Tiller, Linda Harrover, and Kathryn Ames

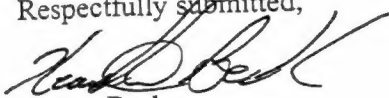
Chairman Murray called the meeting to order. The purpose of the meeting was to establish the budget for 2000-2001.

Ms. Ames also distributed a copy of a salary plan for review. After discussion, the group suggested modifications and decided to use the modified plan as a guide for projecting wages and salaries for the 2000-2001 and 2000-2002 budgets. The modified plan was adopted as a guide only, and was not adopted as an "official" pay schedule.

Kathryn Ames distributed a copy of this year's budget YTD and a proposed budget for 2000-2001. The proposed budget adopted with some changes.

The 2000-2001 budget will be presented to the Board of Education at their meeting on May 16, 2000.

Respectfully submitted,

  
Kenny Beck



**Madison County Library Board of Trustees  
Minutes for June 5, 2000  
Budget Meeting**

In attendance: Kenneth Beck, Elizabeth Murray, Miriam Tiller, Gerald Ingram, Linda Harrover, Maryanne Driver, and Kathryn Ames.

Chairman Murray called the meeting to order.

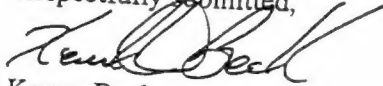
Chairman Murray reported that the Board of Education had tabled the library funding request at their meeting on May 16.

Chairman Murray distributed a copy of a document titled "Concerns regarding Board of Education Funding for Public Library" which she had received from Jimmy Patton.

The items in the document were discussed.

Kathryn Ames will prepare a packet addressing these issues and Chairman Murray will set up a meeting to discuss the concerns with Dr. Moore.

Respectfully submitted,

  
Kenny Beck

*Madison County Library Board of Trustees  
Minutes for June 15, 2000*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES  
CALLED MEETING  
JUNE 15, 2000**

On this date I was contacted by the Library manager, Marsha Carlan, who requested permission to proceed with the purchase of the signage for the Library. This purchase had been approved by the Board at a previous meeting. All of the Board members were contacted by phone and agreed to proceed with the purchase.

*Elizabeth C. Murray*  
Elizabeth C. Murray, Chairman

*Pam -  
you said  
you had  
April 2000  
minutes*

**Madison County Library Board of Trustees**  
**Minutes for July 13, 2000**

In attendance: Elizabeth Murray, Gerald Ingram, Ramona Booth, Margie Richards, Jackie Griffeth, Kenny Beck, Marsha Carlan, Maryanne Driver, and Kathryn Ames.

Chairman Murray called the meeting to order and welcomed newly appointed members Ramona Booth and Margie Richards.

The minutes of the April 14, May 4, June 5, and June 15 meetings were approved.

Chairperson's Report

Chairman Murray reported she had talked with Kathy Fruit at the Board of Education Office about getting the high school's Accelerated Reader author listings in alphabetical order.

Distributed a list of revised committee appointments.

Branch Manager's Report

Distributed a copy of Bulletin Board Guidelines, which were then approved by the Board.

Distributed a report of April-June library activities.

Reported the interior directional signs had been ordered.

Reported that she had had a complaint from a patron about Rolling Stone magazine. The Request for Reconsideration was referred to committee for review.

Regional Director/Consultant Report

Maryanne Driver distributed copies of the year-end 1999 budget (ending June 30, 2000) and breakdown of the 2000 and projected 2001 budgets.

Also distributed the circulation report, results of a recent satisfaction survey of library patrons, and a breakdown of regional expenditures for the Madison County Library.

Friends of the Library Report

Ms. Murray reported on the Friends Booth at the Colbert 4<sup>th</sup> of July parade.

Building and Grounds Committee

No report

### Finance Committee

Ms. Murray reported that the Board of Education is to appoint two members to meet with representatives of the Library board to review the budget.

### Personnel Committee

One employee recently resigned and applications are being taken.

### Nominating Committee

Committee members were asked to submit a slate of officers for Chairman, Vice-Chairman and Secretary at the next Board meeting.

### Unfinished Business

Tabled until a later date.

### New Business

An orientation will be scheduled for the two new board members.

Ms. Murray reported on a recent discussion she had with Conolus Scott about getting more minority residents to use the library. Mr. Scott recommended several people that might be able to help. Marsha Carlan was asked to follow-up on these recommendations.

Marsha also suggested having the Bookmobile go to the PTO meetings at the schools to generate parent awareness and interest.

### Announcements

Libby announced that the Regional Board would meet in Athens at 3:30 p.m. on July 20.

Summer Reading Club Party is scheduled for August 3.

The next meeting will be at 4 p.m. on October 12, 2000 at the Library.

Respectfully submitted,



Kenny Beck - Secretary

**Madison County Library Board of Trustees**  
**Minutes for October 12, 2000**

*awaiting  
approval by  
Board @  
Jan. Mtg.  
2001*

**In Attendance:** Ramona Booth, Jackie Griffeth, Gerald Ingram, Margie Richards, Mirian Tiller, Kathryn Ames and Marsha Carlan.

Gerald Ingram, Vice-chairman, called the meeting to order in the absence of Chairman Elizabeth, due to illness. The minutes of the July 13, 2000, Board meeting were approved. Mr. Ingram announced that Kenneth Beck had resigned from the Library Board due to his being appointed to another county board and by law could not serve on two appointed boards. The Board of Trustees directed Mrs. Carlan to advertise for applications for persons interested in this appointment. A decision on Mr. Beck's replacement will be made by November 15, 2000 and sent to the County Commissioners by December 1, 2000 for official appointment. Mrs. Carlan was asked to check past Board minutes to verify that attendance of Board members at Board meetings was in compliance with the Library Constitution. A report is to be made at the January, 2001, meeting.

**Branch Manager's Report - Marsha Carlan**

Distributed and reviewed July-September, 2000, Library Activities Report. Discussed success of Summer Reading Program.

Reported that Mr. Derek Martini had been employed as computer specialist.

Reported on activities and efforts of library to work with county schools and teachers. Distributed copy of information packet about library services (attached) which had been distributed to schools.

Reported that a booklet, "Helping Your Child to Read," from the Ga. Dept. of Education is being distributed to library patrons.

Distributed and reviewed Minority Committee Report (attached). The Board authorized Mrs. Carlan to make recommendations to the Board for budget adjustments needed in order to begin to purchase minority materials. Magazines were recommended for 1<sup>st</sup> purchase. It was recommended that posters in Spanish be developed to advertise library services.

Reported that directional signs in the library had been installed.

**Athens Regional Report - Kathryn Ames**

Discussed recent television show critical of libraries not using filters on computers. Madison County Library uses Cyber-Patrol as filter on computers. New filter programs are being investigated.

Discussed need for families to be involved in library program development.

Discussed legal case involving display items in public libraries. Bulletin Board Policy of Madison County Library will be reviewed in light of recent legal decision.

Distributed July-September, 2000 financial statement. Meeting with Madison County Board of Education to discuss funding was not held. A grant is being applied for to develop library advocacy group.

**Friends of the Library - Mirian Tiller**

Proceeds from book sale were \$2,433.95.

Next meeting of Friends of Library will be Sunday, October 22, 2000.

Blood drive will be held on November 13, 2000 from 12 to 6 P.M.

## **Committee Reports**

Building and Grounds reported that Mr. Autry at Recreation Dept. suggested a change to low maintenance ground cover for the library. Other avenues of help with grounds beautification were discussed. Possibility of asking Madison County Master Gardeners will be investigated.

Personnel Committee reported that Mr. Derek Martini had been employed as computer specialist. Applications are now being taken for a 16-hr. per week position in the children's program.

Nominating Committee presented the following slate of officers: Chairman-Gerald Ingram, Vice-Chairman-John Brantley, Secretary-Ramona Booth. The slate of officers was approved as presented by the Board.

Request for Reconsideration Review Committee reported that upon review of the complaint by a patron about "Rolling Stone" magazine the committee voted 2-1 to put the magazine back on the library shelf with no restrictions. The Library Board approved the committee report and voted to leave the magazine on the shelves. The vote was 3-leave on, 1-take off, 1 abstained.

## **Unfinished Business**

Board approved a transfer from Fund Equity (Reserve) of no more than \$4500.00 to cover the expected deficit in the 2001 budget.

## **New Business**

A replacement for Kenneth Beck on the Regional Library Board was discussed. Margie Richards will attend the October 19, 2000 Regional meeting as a designated substitute. A permanent replacement will be approved by the Madison County Board at a later time.

The next meeting of the Madison County Library Board of Trustees will be January 17, 2001.

The meeting was adjourned.

Respectfully submitted,

Ramona H. Booth